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ABSTRACT

This manual is a reference on the apprenticeship and industry training system for local and provincial apprenticeship committee members, presiding officers, and secretaries in Alberta. Section 1 contains an overview of Alberta's apprenticeship and industry training system. Section 2 provides an overview of the apprenticeship and industry training public consultation process, focusing on consultation outcomes. It lists criteria for the designation of all trades, both compulsory and optional certification trades; compulsory certification trades; and occupations. Section 3 describes roles and responsibilities of local apprenticeship committees (LACs), including presiding officers, members, and secretaries; provincial apprenticeship committees (PACs), including presiding officers, members, and secretaries; Alberta Apprenticeship and Industry Training Board; and government. Section 4 provides information on how LAC and PAC meetings are run. Section 5 contains templates for LAC and PAC agendas, minutes, and action requests. Sections 6 and 7 provide answers to frequently asked questions about LACs and PACs and about technical training. Other contents include definitions, key contact list, and list of apprenticeship and industry training regional offices. (YLB)

ED 455 436

The Apprenticeship and Industry Training System

A Resource Manual for LAC and PAC members

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Alberta Apprenticeship and Industry Training

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Introduction

This manual is a reference for local and provincial apprenticeship committee members, presiding officers and secretaries.

It contains the following information:

- an overview of Alberta's apprenticeship and industry training system
- an overview of the apprenticeship and industry training public consultation process, focusing on consultation outcomes
- roles and responsibilities of LACs, PACs, the Alberta Apprenticeship and Industry Training Board, and Alberta Learning
- information on how LAC and PAC meetings are run
- templates for LAC and PAC agendas, minutes and action requests
- answers to frequently asked questions about the apprenticeship and industry training system
- a glossary of terms
- key resources and telephone numbers

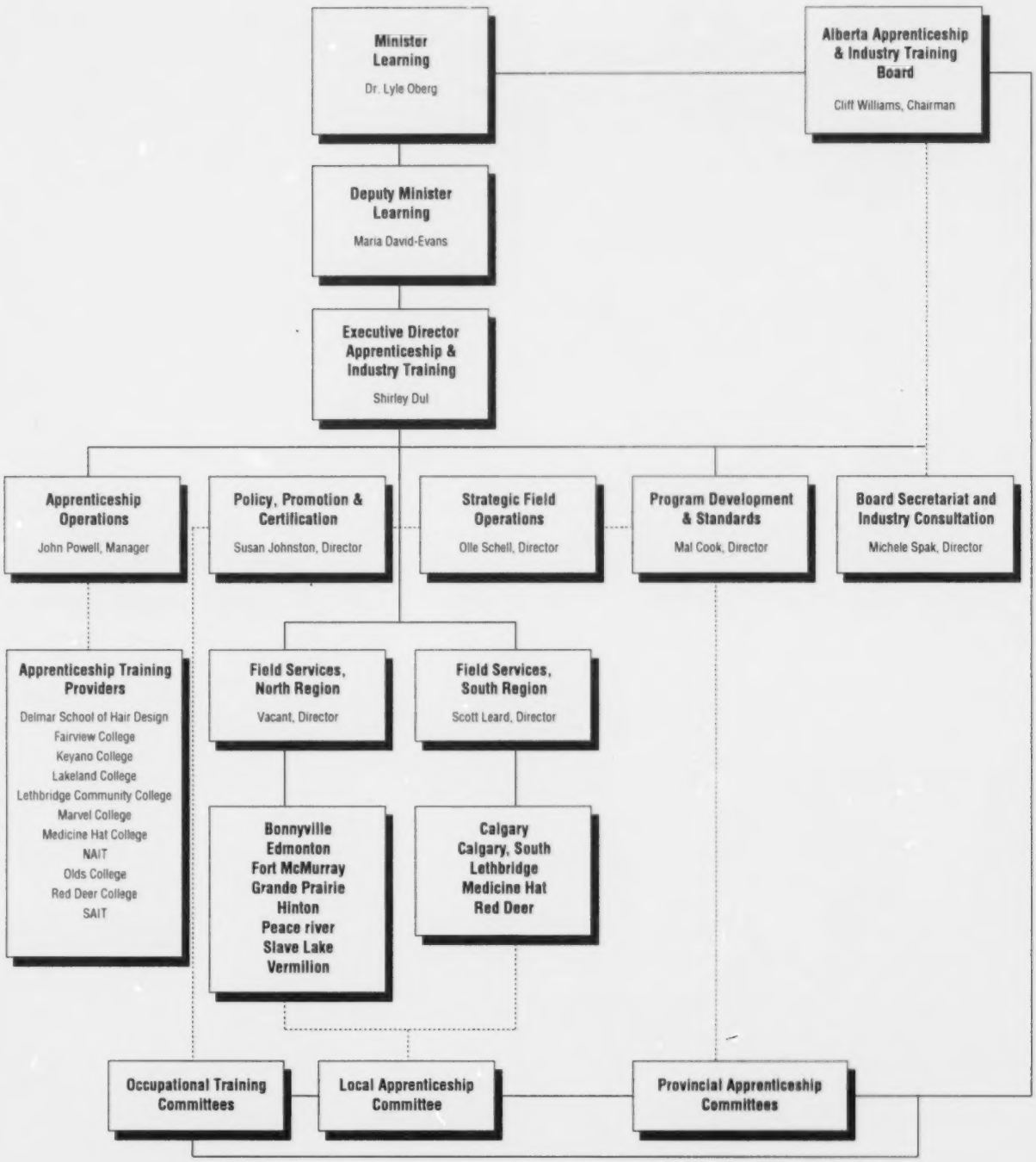
Abbreviations

Throughout this manual, the following terminology is used:

The Act	The Apprenticeship and Industry Training Act
The board	The Alberta Apprenticeship and Industry Training Board
PAC	Provincial Apprenticeship Committee
LAC	Local Apprenticeship Committee
The department	Alberta Learning
The division	Alberta Learning's Apprenticeship and Industry Training Division
The Minister	The Minister of Alberta Learning

Alberta's Apprenticeship and Industry Training System

System Chart



Overview

Apprenticeship is post-secondary education with a difference. It helps ensure Alberta has a steady supply of highly skilled employees, the foundation of our economy's future health and competitiveness. The *Apprenticeship and Industry Training Act* (the Act) provides the legislative authority for the administration of apprenticeship.

Apprenticeship training: how does it work?

Apprenticeship training is a combination of on-the-job training and work experience under the guidance of a certified journeyman or qualified tradesperson and technical training in the theory, technologies and skills related to each trade.

Apprentices in more than 50 trades and crafts spend between one and four years learning their trade. About 80% of an apprentice's training takes place on the job. The other 20% involves technical training provided at, or through, a post-secondary training establishment - usually a college or technical institute.

To become certified journeymen, apprentices must learn theory and skills, and they must pass examinations.

Requirements for certification - including the content and delivery of technical training - are developed and updated by the Alberta Apprenticeship and Industry Training board (the board) and a network of local and provincial industry committees.

The system: an industry-driven partnership

While government supports Alberta's apprenticeship system, it is driven by industry (a term that includes both employers and employees).

The board steers the system. But the system relies on a network of local and provincial apprenticeship committees (LACs and PACs), representing the interests of each of more than 50 trades and crafts.

The board, LACs and PACs are composed of equal numbers of employers and employees.

Partnership: everyone has responsibilities

Through the local and provincial committees within each trade, partners in the apprenticeship system play critical roles.

Employers and employees:

- monitor changes in their trade and identify the need for improvements to both on-the-job and technical training
- set standards for the skills and competencies required for certification in their trade
- develop technical training content
- recognize related trades training and certification
- training and certification from other jurisdictions

The department:

- provides the framework within which this activity takes place
- supports employers and employees who are developing training content and standards
- promotes apprenticeship training and certification programs
- when needed, reimburses committee members for travel and living expenses and pays a modest honorarium

A Vision for the Future

Since late 1996, the board and the department have consulted with Albertans on ways to make the apprenticeship and industry training system more responsive to employers, employees and apprentices.

Phase I of the consultation, concluded in October 1997, resulted in a new vision and principles for apprenticeship and industry training (see page 11), and the Minister's announcement in October 1997 on six new actions in apprenticeship and industry training:

- more options for training
- improved financial support for apprentices
- increased promotion of ways to start an apprenticeship and recognize prior learning
- more training opportunities for youth
- increased options for certification of workers
- a strengthened industry advisory committee network.

In January 1998, the discussion paper for Part II of the consultation was released. It asked for feedback from Albertans on proposals about the regulatory framework for apprenticeship and industry training, and their views on proposed criteria for the designation of trades and changes to designated occupations. The board reviewed the feedback and made recommendations to the Minister. The Minister has indicated his support for the following board recommendations:

- *Apprentice wage percentages will remain in regulation unless changed or removed by the board in consultation with the applicable provincial apprenticeship committee.*

  The board will ask the provincial apprenticeship committees to examine the need to regulate apprentice wage percentages in their particular trade, if wage percentages pose a problem for certain sectors of industry.

- *Journeyman/apprentice ratios will remain in regulation. The norm will continue to be one journeyman to one apprentice.*

  Some of the respondents in the consultation suggested that ratios do not guarantee suitable supervision and training of apprentices. The board will explore other ways of ensuring the quality of training.

- *The board recognized that there are specific problems being experienced with the description of some trades. The board will work with the provincial apprenticeship committees to look for solutions. This may provide an opportunity to address concerns such as not being able to include optional functions within the description of a compulsory trade.*

- *The board recommended criteria for the designation of trades and occupations* (see over).

  The board is aware that the designation or re-designation of trades requires Government approval and the identification of public funds to support the trade.

- *The board recommended that it set standards and award credentials for the achievement of competencies in designated occupations.*

  This is a change in the focus of designated occupations from the regulation of training programs and process to the granting of certification based on the achievement of standards.

- *The board recommended that program and process detail be removed from regulation as long as the existing authority of the board and the industry advisory committees (provincial apprenticeship committees, occupational training committees) to set program standards and requirements remains in legislation.*

  This means, for example, that instead of including entrance requirements in regulation, they would be included in official publications, such as an apprenticeship and industry training program calendar.

Criteria for the designation of all trades, both compulsory and optional certification trades

When the board reviews applications for designation as a trade, it will consider:

- The extent of industry support for the proposed designation.
- The need for specific apprentice training within the proposed trade (combination of work experience and formal training), *and the following, as applicable:*
  - The range of skills and the depth of technical knowledge required to work in the proposed trade and industry's desire for recognition of, or training for, these skills and knowledge.
  - Whether the proposed trade would provide for a viable career.
  - The degree of overlap with existing trades, or duplication of existing training or certification in any other occupation.
  - Whether the proposed trade would require further authorization from other government departments or agencies.
  - The impact of the proposed designation in Alberta and other provinces and territories.
  - Whether the estimated annual number of new apprentices entering the proposed trade would allow a viable training program.

Criteria for the designation of compulsory certification trades

When the board reviews applications for designation as a compulsory certification trade, it will consider, in addition to the criteria listed above, *all* the following:

- The *scope and degree* to which the materials and methodology of the proposed trade, if improperly applied, may harm workers.
- The *scope and degree* to which the materials and methodology of the proposed trade, if improperly applied, may harm members of the public, or may have the resulting product or activity put the public at risk.
- The *demonstrated* need for proven competency to perform the work of the trade because of one or more of:
  - dangerous substances.
  - dangerous or destructive equipment.
  - dangerous techniques or practices used in performing the work of the proposed trade.
- The extent of industry support for the proposed compulsory certification designation.

Criteria for the designation of occupations

When the board reviews applications for designation as an occupation, it will consider:

- The extent of industry support for provincially recognized standards of competency.
- Whether there is demonstrated "value-added" to workers and the Alberta workforce.
- The range of skills and knowledge, measurable to a specific norm/standard, that can be defined and recognized.
- The degree of overlap or duplication of certification programs in any other occupation in Canada.
- The impact the proposed designation is likely to have in Alberta and other provinces and territories.
- Whether the proposed designated occupation would provide for a viable career.

Next Steps
The board will work with employers, employees and apprentices to implement these recommendations.

Vision and Principles

The following renewed vision and principles for the apprenticeship and industry training system were developed through the industry consultation process *A Vision for the Future.*

Vision

Alberta's apprenticeship and industry training system will continue its leadership role in developing the province's highly skilled and trained workforce. The system will be responsive, accessible and affordable to all Albertans, and will be accountable for ensuring high quality industry-oriented training.

Principles

- Albertans who wish to pursue a career in the trades or designated occupations have opportunities to participate in apprenticeship and industry training and work toward acquiring the highest possible standards of knowledge and skills.
- Apprentices and trainees will make a financial contribution to the costs of technical training consistent with the benefits they receive.
- Provincial and interprovincial industry standards are the foundation of apprenticeship and industry training in Alberta. Industry, composed of employers and employees, is responsible for setting training criteria and standards, and for providing on the job training and work experience.
- Government, with advice from industry, has a role in regulating apprenticeship training and in helping Albertans to acquire the skills and competencies required to work in the trades and designated occupations.
- Apprenticeship and industry training is based on effective partnerships between and among government, industry, and apprentices and trainees. Training institutions are key participants in the system.

The Industry Advisory Network

Alberta's apprenticeship training system ensures a highly skilled, internationally competitive workforce. This is achieved through a close partnership among employers, journeymen, apprentices and the Alberta government.

Employers and employees - working through a highly-organized system of local and provincial apprenticeship committees, occupational training committees and the board - set training and certification standards. This system is referred to as the industry advisory network.

The network of provincial and local apprenticeship committees is the foundation of Alberta's apprenticeship and industry training system. In light of the feedback received through *A Vision for the Future* public consultations, the board developed the following guidelines for strengthening the industry advisory network:

1. Where required, expand PAC membership and strengthen LACs

a. Expand the membership of the PACs where needed

The preferred size of PACs is nine members. However, some trades need their PAC to be more representative of the different parts or sectors of Alberta industry that have an interest in that trade. The board may expand the size of a PAC where needed to address:

- the variety of industry sectors within a trade
- the geographic representation of trade activity
- the emergence of crafts within a trade
- the restructuring or expansion of the scope of a trade
- the rapid technological change in a trade

In making appointments to a PAC, the board ensures that:

- interests of employers and employees are equally represented
- parts or sectors associated with the trade are adequately represented
- geographic areas of the province where trade activity is significant are represented
- people associated with and knowledgeable about the trade are appointed to represent the interests of employers and employees working in the trades
- when practical, people recommended by the LACs are appointed to PACs
- when possible, at least one member of each LAC is appointed to the PAC
- where possible, employee representatives hold a trade certificate in that trade
- employer representatives are actively involved in the trade, but will not be required to be certified in the trade

b. Strengthen LACs where needed

LACs provide useful local input, but an LAC may not be necessary for some trades. If the PAC has members representing all sectors of industry, the PAC could be responsible for local input in these trades. In making its decision about establishing or disbanding a LAC, the board considers:

- industry support for the trade in a local area, including the number of apprentices and journeymen, and the number of shops capable of training
- industry support for an LAC, including the number of employers and employees willing and qualified to serve on the LAC
- activities of the LAC

In making appointments to an LAC, the board ensures the membership reflects:

- the variety of industry sectors in which the tasks, activities and functions that come within the designated trade are performed
- the geographic nature of the area (rural, urban, etc.)
- equal representation from employers and employees
- to the extent possible, employee representatives should hold a certificate in the trade

2. Form trade cluster committees among allied or related trades

The board believes that trade cluster committees among allied or related trades should be formed where it makes sense. For example, if two or more trades believe it would be helpful to discuss common issues such as training and certification, a trade cluster committee could be established. Trade cluster committees could be composed of the presiding officers or other members of PACs in the participating trades.

On an ad hoc basis, the PAC presiding officers can establish trade cluster committees. They do not have any legislated responsibilities. PACs keep the responsibility to advise the board on issues discussed in the trade cluster committees.

3. Compensation practices for LAC and PAC members

- LAC and PAC members will be paid an honorarium, on request, *if they would otherwise experience a loss of income by attending committee meetings.*
- Expenses incurred as LAC and PAC members will be reimbursed on request.

In order to minimize costs, meetings of LACs, PACs or sub-committees should be held by electronic communication, teleconferencing or during the evening where possible.

4. Clarified responsibilities of LACs and PACs

To strengthen the industry advisory network, the board has clarified the roles and responsibility of LACs and PACs.

Local Apprenticeship Committees

Wherever there is activity in a trade, the board can set up a LAC. The board appoints equal numbers of employees and employers for terms of up to three years. The committee appoints its presiding officer. A government employee acts as secretary to the committee.

Role

LACs stay in touch with local activities in their trade, providing local information to their trade's PAC. LAC activities include:

- reporting on local economic and labour market conditions
- monitoring apprenticeship training
- helping to maintain apprenticeship standards
- making recommendations on apprenticeship training programs and promoting apprenticeship training

Responsibilities

1. **LACs make recommendations to the board regarding the appointment of members to their trade's PAC**

2. **LACs recommend improvements in apprenticeship training and certification to their trade's provincial apprenticeship committee.**

    - LACs regularly report to the PAC their perceptions of local economic and labour market conditions for the trade, and any concerns that they may have about the trade

Subjects for LAC recommendation vary. Examples include:

- recommendations about local programs for PAC accreditation
- recommendations about changes needed to make apprenticeship training programs more current with local trade practices, especially where local practices use leading-edge technology
- recommendations concerning improvements in the effectiveness or availability of programs such as Registered Apprenticeship Program and the Co-op Apprenticeship program
- recommendations concerning changes in technical training scheduling that would better suit local apprentice and employer needs

3. LACs monitor the apprenticeship system and apprentice progress in their trade at the local level.

- LAC members must be aware of, and report as required, on local conditions in their trade, including the extent to which:
  - local apprentices' training needs are being met
  - local employers' skill requirements are being met
  - local apprenticeship program content is meeting industry's skill requirements *(especially the degree to which the program is up to date with current trade practices used by local employers)*
  - the apprenticeship training program is available when needed to meet local industry's skill requirements.
- these responsibilities should be carried out in full consultation with the apprenticeship field consultant for the trade
- LAC observations about local conditions should be communicated to the PAC

4. LACs help settle certain kinds of issues between apprentices and their employers.

Subject to the regulations, the LAC presiding officers participate in a formal dispute resolution process. This process is outlined in regulation to resolve certain kinds of disputes between employers and their apprentices.

Informally, dispute files may be brought to the attention of the LAC by an apprenticeship field consultant. Most disagreements are handled locally by the consultant, and the LAC rarely becomes involved. When the apprenticeship field consultant cannot resolve a dispute the formal resolution process may be used.

5. **Members of LACs may also be asked to contribute to the maintenance of apprenticeship program standards by participating in activities like:**
   - marking practical exams (where applicable)
   - interviewing applicants for an Alberta Qualification Certificate who provide only a statutory declaration of time in the trade

6. **LAC members actively promote the apprenticeship and industry training system in Alberta.**

Examples include:
- career days
- classroom presentations
- trade shows
- ***Update*** newsletter contributions
- service club speeches
- liaison with local high school counselor to offer information/mentoring to students who may be interested in apprenticeship careers
- carrying promotional literature about apprenticeship and distributing it to interested people (brochures are available from apprenticeship and industry training offices or from LAC secretaries)
- encouraging individuals to get involved in the advisory network by applying to be members of LACs.

LAC Presiding Officers

The presiding officer is elected or appointed by LAC members. An acting presiding officer is elected from among the committee members to act for the presiding officer when he/she is unable able to carry out his/her duties.

Overall responsibilities

- supervise and administer LAC affairs
- prepare for and chair meetings
- follow up on committee recommendations
- maintain open communication with the PAC and/or the board
- are familiar with apprenticeship and industry training legislation, and the LAC bylaws and procedures
- are knowledgeable about the trade
- communicate regularly with committee members and the secretary to discuss apprenticeship issues

Preparing for meetings

- set dates and arrange locations for meetings (with the secretary's help)
  - it may be advantageous to schedule LAC meetings to occur just before the PAC meets. LAC information and advice can then be more quickly brought to the attention of the PAC.
- meet with the secretary in advance of the meeting to set the agenda and discuss new issues
- invite guests to attend meetings as required (other professionals, institutional representatives, etc.)
- ensure notification is sent to all participants at least two weeks in advance
- are aware of all issues or recommendations from committee members or other sources
- communicate with new members to explain the issues before the committee and how meetings are run

Chairing meetings

- if necessary, review key points of the Act, regulations and committee bylaws for new committee members
- call meetings to order on time
- ensure there is a quorum
- ensure that meeting participants are recognized
- finalize the agenda
- ensure the meeting is neutrally chaired to safeguard the balance between employers and employees
- ensure there is a fair discussion of all issues
- accept all decisions made by majority vote
- ensure the meeting is adjourned at a reasonable time

Communicate with PAC and board

- finalize meeting minutes with the secretary
- sign meeting minutes
- ensure the secretary distributes the signed minutes
- ensure recommendations are quickly forwarded through the secretary to the PAC
- follow up with the secretary to monitor the status of all LAC recommendations and action requests
- communicate information to presiding officers of the PAC and board

Dispute resolution

- ensure that procedures and timelines to resolve informal disagreements are followed
- refer unsettled employer-employee disagreements to the PAC for resolution
- follow the requirements for a formal dispute resolution process

Member recruitment

- actively look for appropriate employers and employees to nominate to the committee
- work with the secretary to orient new members, and to encourage existing members to develop appropriate committee and leadership skills

LAC Members

LAC members are appointed by the board to represent the interests of employers and employees in the trade.

Overall responsibilities

- are familiar with apprenticeship and industry training legislation and LAC bylaws and procedures
- are knowledgeable about the trade
- make recommendations to the PAC about apprenticeship and certification
- monitor apprenticeship programs and progress of apprentices
- promote apprenticeship and industry training
- help recruit potential LAC and PAC members
- participate in the election of a presiding officer and an acting presiding officer
- communicate regularly with the presiding officer, other committee members and the secretary to discuss apprenticeship issues

Preparing for meetings

- review agenda and attachments prior to meetings and are ready to participate
- notify the secretary if unable to attend
- arrive at meetings on time

Participating in meetings

- participate in all debates on motions and discussions
- accept decisions made by majority vote
- declare a conflict of interest and abstain from voting if they believe a conflict may exist
- bring to the LAC information and concerns from their industry affecting the trade
- after the meeting, share the LAC's views with their contacts in industry

Disagreement resolution

- help resolve apprenticeship-related disagreements between employers and employees

Member recruitment

- actively look for employers and employees to nominate to the committee

LAC Secretaries

LAC secretaries are department staff appointed by the Minister. They are not committee members and they cannot act in the place of the presiding officer. They help the committee do its business and carry out its responsibilities.

Overall responsibilities

- help the presiding officer with procedural advice
- know the legislation and committee bylaws
- maintain a current list of committee members
- monitor committee membership by using a 'bring-forward' list of members who are coming up to be reinstated or who will leave the committee in six months' time
- coordinate issues brought forward involving the progress of apprentices
- orient the presiding officer and committee members to their roles and duties
- provide administrative support to members, for example with expense claims
- communicate regularly with the presiding officer to discuss apprenticeship issues
- keep committee members informed on the status of LAC recommendations sent to the PAC or board
- send minutes from the PAC and other LACs to committee members or bring them forward to a future meeting

Preparing for meetings

- The next meeting's date and time are set at the end of a meeting and recorded in the minutes
- consult with the presiding officer three to four weeks before the meeting to set the agenda and discuss new apprenticeship and industry training issues
- confirm the time of the meeting with the presiding officer one month before the meeting

- send the agenda and other meeting documents to all committee members two to three weeks before the meeting
- follow up on action requests prior to the next meeting
- communicate with new members to explain the issues before the committee and how meetings are run (if the presiding officer is unavailable)

Participating in meetings

- keep minutes of meetings
- prepare an action request for each task assigned
- provide the committee with relevant technical and program-related information

After meetings

- draft minutes a few days after the meeting and contact the presiding officer to sign them
- finalize and distribute meeting minutes to committee members
- send signed minutes to the presiding officers and secretaries of all LACs in the trade, and the PAC
- forward recommendations from the LAC to the PAC and board

Member recruitment

- assist committee members to complete nomination forms for new members, where appropriate
- work with the presiding officer to orient new members, and to encourage existing members to develop committee and leadership skills

Provincial Apprenticeship Committees

The board establishes a PAC for each trade and, based on PAC recommendations, appoints a presiding officer and equal numbers of employees and employers for terms of up to three years. Most PACs have nine members. A government employee acts as secretary to each PAC.

Role

PACs are the link to the board. They are responsible for setting training needs and standards in their trades.

There are PACs for each of more than 50 trades and crafts in Alberta. The most important duties of every PAC are to develop industry standards through course outlines, examinations, apprentice record books and accreditation agreements for their trade. Course outlines are used by training institutions to provide technical training to apprentices. Record books enable apprentices and their employers to track apprentice progress through on-the-job training. Accreditation agreements recognize training and certification from other jurisdictions. Industry exams make sure apprentices meet standards set by industry.

PACs make recommendations to the board about training and certification. They also keep close communication with the LACs and their activities. In addition they may assist to develop interprovincial standards under the Red Seal program, a program established to provide greater mobility for skilled workers wanting to move from one part of Canada to another.

Responsibilities

1. PACs make recommendations to the board on any apprenticeship and certification matter

- consult with industry on issues affecting the trade
- consider advice and recommendations from LACs and others
- represent interests of employers and employees across the industry and regions
- communicate issues and recommendations to the board

2. PACs monitor the activities of local apprenticeship committees in their trade

- seek LAC concerns and recommendations on whether:
  - apprentice training needs are being met
  - local employers' skill requirements are being met
  - program content meets local industry's skill requirements
  - apprenticeship programs are available to meet the skill requirements of local industry when needed
- report LAC assessment of local conditions and concerns about the trade to the board
- make recommendations to the board on the formation or disbanding of LACs

3. PACs identify the training needs and content for their trade and make recommendations to the board about

- standards for training and certification
- technical training courses and exams
- the designation of trades and occupations
- regulations under the Act

4. **PACs determine whether training of various kinds is equivalent to training provided in an apprenticeship program in the trade**

5. **PACs help settle certain kinds of issues between apprentices and their employers**

   Subject to the regulations, the presiding officers of PACs participate in a formal dispute resolution process. This process is outlined in regulation to resolve certain kinds of disputes between employers and their apprentices if the PO of an LAC has been unable to resolve it. Most disagreements are resolved informally by the apprenticeship field consultant or through LACs.

6. **PAC members actively promote the apprenticeship and industry training system in Alberta**

Examples include:

- career days
- classroom presentations
- trade shows
- ***Update*** newsletter contributions
- service club speeches
- liaison with local high school counselor to offer information/mentoring to students who may be interested in apprenticeship careers
- carrying promotional literature about apprenticeship and distributing it to interested people (brochures are available from apprenticeship and industry training offices or from PAC and LAC secretaries)
- encouraging industry to get involved in the advisory network by applying to be members of LACs and PACs

PAC Presiding Officers

The board, on the recommendation of the PAC, appoints the presiding officer. An acting presiding officer is elected from among the committee members to act for the presiding officer when he/she is unable able to carry out his/her duties.

Overall responsibilities

- supervise and administer PAC affairs
- prepare for and chair meetings
- follow up on committee recommendations
- maintain open communication with LACs and the board
- are familiar with apprenticeship and industry training legislation, and the PAC bylaws and procedures
- ensure subcommittees are formed where necessary (curriculum, examination, disputes, standing etc.)
- are knowledgeable about the trade
- communicate regularly with committee members and the secretary to discuss apprenticeship issues

Preparing for meetings

- set dates and arrange locations for meetings (with the secretary's) help
- meet with the secretary in advance of the meeting to set the agenda and discuss new issues
- invite guests to attend meetings as required (for example, other professionals, institutional representatives and LAC members)
- ensure notification is sent to all participants at least three weeks in advance
- are aware of all issues or recommendations from LACs, committee members or other sources
- communicate with new members to explain the issues before the committee and how meetings are run

Chairing meetings

- if necessary, review key points of the Act, regulations and committee bylaws for new committee members
- call the meeting to order on time
- ensure there is a quorum

- ensure meeting participants are recognized
- finalize the agenda
- ensure the meeting is neutrally chaired to safeguard the balance between employers and employees
- ensure there is a fair discussion of all issues
- accept all decisions made by majority vote
- adjourn the meeting at a reasonable time

Communicate with LAC and board

- finalize the meeting minutes with the secretary
- sign the minutes
- ensure the secretary distributes the signed minutes
- follow up on all PAC recommendations so that they are acted upon
- follow up on all LAC recommendations to see if they were acted upon
- communicate information to the presiding officers of LACs and board

Dispute resolution

- refer informal employer-employee disagreements from an LAC to the PAC subcommittee or the whole PAC for resolution
- ensure procedures and timelines to resolve informal disagreements are followed
- follow the requirements for a formal dispute resolution process

Member recruitment

- actively look for appropriate employers and employees to nominate to the committee
- work with the secretary to orient new members, and to encourage existing members to develop appropriate committee and leadership skills

PAC Members

PAC members are appointed by the board to represent the interests of employers and employees in the trade.

Overall responsibilities

- are familiar with apprenticeship and industry training legislation and PAC bylaws and procedures
- are knowledgeable about the trade
- help make recommendations to the board on:
    1. general apprenticeship and industry training matters
    2. designation, change in designation or rescinding designation of trades
    3. training and certification standards and regulations
    4. courses and examinations related to designated trades
- help determine if other training programs are equivalent to apprenticeship training programs
- promote apprenticeship and industry training
- monitor LAC activities
- help recruit potential LAC and PAC members
- nominate a presiding officer

Preparing for meetings

- review agenda and attachments prior to meetings and are ready to participate
- notify the secretary if unable to attend
- arrive at meetings on time

Participating in meetings

- attend all meetings
- participate in all debates, motions and discussions
- accept decisions made by majority vote
- declare a conflict of interest and abstain from voting if they believe a conflict may exist
- bring to the PAC information and concerns from their industry and LACs
- after the meeting, share the PAC's views with their industry

Disagreement resolution

- help resolve informal apprenticeship-related disagreements between employers and employees

Member recruitment

- actively look for employers and employees to nominate to the committee

PAC Secretaries

PAC secretaries are department staff appointed by the Minister. Secretaries are not committee members and cannot act in the place of the presiding officer. They help the committee do its business and carry out its responsibilities.

Overall responsibilities

- help the presiding officer with procedural advice
- know the legislation and committee bylaws
- maintain a current list of committee members
- monitor committee membership by using a 'bring-forward' list of members coming up for reinstatement or who are due to leave the committee in six months' time)
- orient presiding officers and committee members to their roles and duties
- follow up on action items from PAC minutes
- organize and facilitate subcommittees
- provide administrative support to members, for example with expense claims
- communicate regularly with presiding officer to discuss apprenticeship issues
- keep committee members informed on the status of PAC recommendations sent to the board
- send LAC minutes to committee members or bring them forward to a future meeting

Preparing for meetings

- The next meeting's date and time are set at the end of a meeting and recorded in the minutes
- consult with the presiding officer three to four weeks before the meeting to set the agenda and discuss new apprenticeship and industry training issues

- confirm the time of the meeting with the presiding officer one month before the meeting
- send the agenda and other meeting documents to all committee members two to three weeks before the meeting
- follow up on action requests prior to the next meeting
- communicate with new members to explain the issues before the committee and how meetings are run (if the presiding officer is unavailable)

Participating in meetings

- keep minutes of meetings
- prepare an action request for each assigned task
- provide the committee with relevant technical and program-related information

Communicate with other committees and board

- draft minutes a few days after meetings and contact the presiding officer to sign them
- finalize and distribute meeting minutes
- after minutes are signed, forward them to the secretaries of all of the trade's LACs and the secretaries of other PACs as appropriate
- forward committee recommendations to the board

Member recruitment

- assist committee members to complete nomination forms for new members, where appropriate
- work with the presiding officer to orient new members, and to encourage existing members to develop committee and leadership skills

The Alberta Apprenticeship and Industry Training Board

The 13 members of the government-appointed board are aware of the training and certification needs of tradespeople and employers. Many board members have previously served on an LAC or PAC. The board consists of a chairman, eight members representing trades and four members representing other industries. The trades and other industry members equally represent employers and employees.

Role

The board advises the Minister on labour market matters related to the training and certification of people in designated trades and occupations. The board also develops policies governing apprenticeship and industry training.

Responsibilities

The board:

- responds to industry's needs
- sets training and certification standards in all trades and designated occupations
- approves the technical training to be delivered by training establishments
- encourages the development of alternate methods of technical training delivery
- makes recommendations to the Minister of Learning about the designation of trades and occupations
- creates LACs, PACs, and appoints their members
- monitors PAC activities
- advises the Minister on the labour market's need for skilled and trained workers

- recognizes apprenticeship programs, student work training, work experience and training programs
- develops policies about recognizing training as equivalent to training under the Act
- provides the Minister with an annual report summarizing the board's affairs for the fiscal year (April 1 - March 31)

Roles and Responsibilities

Board Chairman

Overall responsibilities

- ensures the board has in place a process to develop and maintain a direction and sense of vision, and that the direction and vision is communicated both to the Minister and to stakeholders
- leads the board in developing policies on the recognition of training, and the training and certification of people in trades and occupations
- sets the agenda for regular and special meetings
- works with the division's executive director to carry out the board's duties and activities under the Act
- ensures the board conducts itself in an ethical manner, complying with enabling statute and its own bylaws
- is a member of all board committees
- leads the board in making decisions about the creation of provisional committees and membership on PACs and LACs
- leads the board in making recommendations to the Minister about the designation, or change to the designation of trades and occupations
- leads the board in approving or recognizing apprenticeship programs
- as chair of the board Nominations Review Committee, examines the strengths and weaknesses of board members and recommends potential new board members to the Minister
- continually helps board members to learn and improve, and to understand evolving issues associated with the Alberta labour market, apprenticeship training and certification and education and training as a whole

- represents the board to its various stakeholders:
  - the public
  - employers and employees
  - apprentices and trainees
  - politicians (federal and provincial)
  - PACs and LACs
  - provincial educational institutions
  - related associations (e.g., Canadian Council of Directors of Apprenticeship)
  - other government departments
  - aboriginal and equity groups
- listens to various stakeholders and ensures that emerging issues are dealt with by the board
- promotes the professional status of trades and occupations to the public
- maintains ongoing relationships with chairs of other provincial apprenticeship and training boards
- represents the board in providing advice to the Minister about:
  - the Alberta labour market's need for skilled and trained people
  - the training and certification of people in trades and occupations
  - any matter referred to the board by the Minister
- ensures that periodic reports required by legislation are prepared and submitted

Chairing meetings

- maintains neutrality, representing neither employers nor employees, but rather the system as a whole
- leads board meetings: manages agenda, time balance, participation, priority and topics
- presides at all regular and special board meetings

Board Members

Overall responsibilities

A board member is expected to assist, participate in or contribute to the following responsibilities of the board as a whole:

- developing and maintaining a direction and sense of vision for the board and ensuring that the direction and vision is communicated to the Minister and stakeholders
- formulating policies to carry out the board's mandate under the Act, including policies on the training and certification of people in trades and occupations; the recognition of training and the setting of standards and requirements for apprenticeship and occupational training programs
- making recommendations to the Minister about the designation, or change to the designation, of trades and occupations
- ensuring that emerging issues from stakeholders are dealt with by the board
- promoting the professional status of trades and occupations to the public
- advising the Minister on the training and certification of people in trades and occupations and the Alberta labour market's need for skilled and trained people
- reviewing statements and proposals put forward by the Minister and recommending policy changes
- approving, registering or recognizing apprenticeship programs
- finding potential candidates for, and appointing members to, LACs and PACs
- monitoring PAC activities

Individual responsibilities of a board member

- becoming, and staying, informed on issues associated with the Alberta labour market, apprenticeship training and certification, and generally on adult education and training
- acting in an ethical manner and complying with the Act and regulations, and the board's own policies and procedures
- attending all regular and special board meetings
- attending board committee meetings as required
- attending PAC meetings as board monitor (the board members acts as a resource to the PAC and may bring PAC concerns forward to the board)

Government

The apprenticeship and industry training system is part of Alberta Learning. The Alberta Apprenticeship and Industry Training board is under the administration of the Minister of Learning. The *Apprenticeship and Industry Training Act* provides the legislative authority for the administration of apprenticeship. The Apprenticeship and Industry Training division of Alberta Learning supports the industry-driven system by providing administrative and operational assistance to the board, LACs, PACs, and OTCs.

Apprenticeship and Industry Training's mission is:
" to develop and maintain designated trade and occupation programs, to have a training system that meets the needs of employers, apprentices and trainees, and a delivery system that can continue to meet the needs of industry and the training system."

There are currently 50 designated trades and 4 designated occupations. The designated trades have various programs. The largest one, the apprenticeship program, has over 30,000 registered apprentices, an increase of 25% over the last five years, being trained by approximately 20,000 employers. The division handles approximately 16,000 new applications a year in the various programs it delivers. The key features of the apprenticeship and industry training system are provincial industry standards; input from employers and employees in the designated trades and occupations; and consistent, monitored delivery of technical training through the 11 training providers dispersed throughout Alberta.

The division has seven branches with staff in 15 locations across the province. The central office - located in the Commerce Place building in Edmonton - houses:
- the Executive Director
- Apprenticeship Operations
- Policy, Promotion and Certification
- Program Development and Standards
- board Secretariat and Industry Consultation
- Strategic Field Services

Field Services is composed of two regions, north and south. The north region is administered out of the Edmonton regional office located in the Seventh Street Plaza building. The south region is administered out of the Calgary regional office located in the Century Park Place building.

The Executive Director has overall responsibility for all aspects of the administration and operation of Apprenticeship and Industry Training.

- the Executive Director is responsible for representing Apprenticeship and Industry Training, and is the executive secretary to the board. Day to day operations of the board have been delegated to the board Secretariat and Industry Consultation branch
- additional responsibilities of the Executive Director include co-ordination with the Canadian Council of Directors of Apprenticeship (CCDA), Interprovincial Standards Examination Committee (ISEC) and the Interprovincial Alliance of Apprenticeship board Chairmen (IAABC)

The staff of Program Development and Standards Branch work with industry representatives to:

- develop and maintain provincial trade standards
- manage and administer international marketing and training, interprovincial training and business development activities
- develop course outlines and examinations, and research, design and develop new initiatives for apprenticeship training delivery

The staff of the Field Services Branch is the apprenticeship and

industry training system's delivery arm. From field offices located throughout the province, and through visits to job sites, Field Services:

- counsels employers and employees about designated trades/occupations, journeyman certification, apprenticeship, and trade-related training
- conducts examinations for potential apprentices, registered apprentices, and for people seeking Alberta certification
- makes recommendations concerning individual apprentices on matters such as trade credits, transfers, record books, contracts, certification, and disputes between an apprentice and his/her employer
- provides administrative support to LACs

The staff of Apprenticeship Operations provides support for delivery of the division's programs and services by:

- managing procedures for the marking of all provincial industry examinations and processing the results
- forecasting training requirements and negotiating apprenticeship program schedules with training institutions
- publishing and distributing training schedules and process information to employers and apprentices, as well as to other provincial and federal jurisdictions
- managing a centralized marking process for all provincial industry examinations

The staff of the board Secretariat and Industry Consultation:

- provides administrative and logistical assistance to the board
- helps the board to obtain the technical advice and assistance it requires from division staff and other sources
- provides liaison and communications between LACs, PACs and the board
- monitors records on LAC and PAC membership, and coordinates membership nominations to the board
- leads or participates in consultations and research activities, including surveys and policy-related research studies, that the board and management believe are essential to policy development (i.e. new trade designation, legislation, etc.)
- manages publication of ***Update*** - the board newspaper

The staff of Policy, Promotion and Certification provide services relating to policy, legislation, promotion, certification, and authorizations, special client services and designated occupations. Branch responsibilities include:

- policy and legislative services to the department and industry advisory committees
- issuing trade and occupational certificates to people who have met standards developed by industry
- promotion to increase general awareness of, and participation in, apprenticeship and industry training
- information management relating to certification, apprenticeship and industry training standards and processes
- developing processes and procedures for the administration of designated occupations and providing consultation services to industry groups respecting designated occupations
- program delivery services for individuals applying for occupational certificates

Robert's Rules of Order

Quorum
A quorum is required for the presiding officer to call the meeting to order. A quorum is the number of members that must be present if the business done is to be legal or binding (usually a majority of total members).

If a quorum does not exist, members who are present may hold an informal session to exchange information. However, motions cannot be made (and therefore votes cannot be taken). Formal committee business cannot take place except for setting a time for the next meeting.

Call to order
The presiding officer confirms that there is a quorum and announces the meeting is starting.

Recognizing members to speak
Discussion is routed through the presiding officer. When a committee member wishes to speak, the member raises his/her hand for the presiding officer to recognize the member ('recognizes' means 'permits the member to speak'). The member speaks to the presiding officer. When more than one person wishes to speak at a time, the presiding officer decides the order in which they will speak.

Motions
Decisions to recommend action or provide opinions are made through motions. Motions are debated and then voted on by the committee. Procedural motions such as adjourning the meeting or receiving a report are not debatable.

Minutes of previous meeting
Minutes of the previous meeting are reviewed. A discussion of amendments to the minutes is held, if necessary. A motion is required to accept the minutes as written, or as amended.

In-camera session
Business considered to be confidential is held in in-camera (which means private) sessions. In-camera business would include, for example, a review of a specific apprentice's file. During these sessions, any non-committee members (except for the secretary and department staff) are asked to leave the meeting room. There are no minutes or records other than a final decision, of in camera sessions.

Adjournment
Ending a meeting is done through a motion to adjourn, which must be immediately seconded and voted on. Once the meeting is adjourned, no other business can be conducted. Remaining business would have to be held over to the next meeting.

Passing Motions

Motions
Motions about the committee's business are debated. Debate begins only after the motion has been made, then seconded by another committee member. *The presiding officer does not make motions and generally does not participate in the debate.*

Debate
The *debate* provides for an orderly discussion of the motion. Members may speak either in favour or against the motion. The presiding officer ensures that the debate is conducted with decorum and that every member wishing to speak about the motion has the opportunity to do so. The presiding officer may interrupt any member if the member strays off the topic, or speaks disrespectfully. The presiding officer also prevents members from speaking out of turn.

Generally, the presiding officer remains neutral on the issue and does not participate in the debate. If the presiding officer wishes to participate in the debate, he/she should announce that he/she is "taking off the hat of the presiding officer" first. Once he/she has stated his or her position, he/she then returns to the impartial position of chairing the debate.

Speaking in the debate
The presiding officer normally 'recognizes' members to speak in the order in which they ask to speak. However, the member who introduces a motion and the member who seconded it generally speak to the motion first and second. Consideration may also be given to members who have not yet spoken in the debate. If a committee or subcommittee has been involved in the subject of the motion, its reporting member may speak first, providing a 'starting point' for the committee's debate.

After a motion is debated, and if no other member wishes to speak to it, the presiding officer closes debate and puts the motion to a vote.

Alternatively, the committee may decide not to vote on the motion at the meeting. The motion may be deferred to another time to permit more information to be obtained on the issue. Or a motion to refer the item under consideration to a subcommittee to be brought back to the committee at a later date for a decision could be made.

Voting on a motion
Generally, voting is done by a show of hands. Only committee members vote. Department staff, the committee secretary and guests do not vote. The presiding officer votes only if there is a tied vote.

Tips for Good Meetings

Stick to the issues!
Issues should be discussed during the meeting. Presiding officers should prevent personal attacks. If people are allowed to be highly critical of others simply because of their views on agenda items, they are likely not to want to participate further.

When attacks occur, the best time to handle them is right then and there. The presiding officer interrupts the attacker and says "Please, let's just stick to the issues and try not to get personal. Now, I understand you do not agree with the previous speaker's position...could you please explain your own position?"

Encourage full participation in discussions
People may not want to participate in a discussion if it is hard for them to get a chance to speak, or if they are worried that others will attack their views.

The presiding officer may control debates or discussions by recognizing people to speak. To ensure that everyone has an opportunity to speak, it's a good idea to keep a speakers list, which the presiding officer makes in the same order as people raise their hands to speak.

Try to keep discussion and debate balanced. Don't let any one person dominate. If someone is controlling the discussion or debate, the presiding officer can thank the person for speaking and ask to hear from others.

Some people have difficulty expressing their ideas. Be patient and give them time. Don't let other members cut in to say what they think the person means. After the person as finished speaking, the presiding officer can rephrase the point by saying, "I think this is what you are saying...Did I understand you correctly?"

Keep the meeting moving along. This mostly means not letting members repeat their opinions during a debate. If a member does not automatically second a motion, quickly ask for a second. Start the debate on the motion right away by first repeating the motion if necessary.

Keep to the agenda
To help have an effective meeting, develop a good agenda and stick to it. If members stray off topic there are a number of ways the presiding officer (or another member of the committee) can bring it back on track.

The key is to be polite.

You can acknowledge their idea, interest or knowledge on the subject and possibly a time or forum to better handle it. Then quickly remind everyone what issue is being discussed and continue the discussion. The following are few examples.

- "You have raised an interesting point. However, we are dealing with 'A' right now. Can you hold that thought until we get to item 'D' on our agenda?"
- "You seem to feel very strongly on that issue, Fred. But as I review our responsibilities here, it appears to be administrative matter, so it falls outside our responsibilities. Can we finish debating 'A' right now and perhaps you could discuss that point with the committee secretary after the meeting?"
- "We seem to be getting a little off topic here. I believe we were discussing 'A' and Fred had just indicated that ... Are there any other comments on 'A'?"

In preparation for motions and recommendations
Review the agenda and note where motions and/or recommendations might be required.

Make sure motions are made and recorded before the topic is discussed.

(see also "Passing Motions" on page 46)

Committee Meetings

Recommendation from a PAC

PAC review, possible new recommendation
PAC sends a recommendation to the board
board sends the recommendation back to the PAC with direction
Put on board agenda
PAC informs LAC of decision
board sends recommendation to committee
board makes a motion and votes
board informs PAC of decision
Pass the Motion
Reject the motion

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Committee Meetings

Recommendation from a LAC

LAC review, possible new recommendation
LAC sends a recommendation to the PAC
PAC sends the recommendation back to the LAC with direction
Put on PAC agenda
PAC sends recommendation to subcommittee
PAC makes a motion and votes
PAC informs LAC of decision
Pass Motion and send to board
Reject the motion

Local Apprenticeship Committee Agenda

TRADE
Local Apprenticeship Committee
AGENDA

Date:
Location:

1. Call to Order
2. Introductions
3. Review Agenda
4. Minutes of Previous LAC meeting
5. Business Arising from Minutes
   -
   -
6. Reports
   -
   -
7. New Business
   -
   -
8. Membership Review
9. In-camera Session
   - Files to be reviewed
   -
   -
10. Announcements
    - Next meeting date
11. Adjournment

PLEASE CALL THE COMMITTEE SECRETARY TO CONFIRM YOUR ATTENDANCE.

Local Apprenticeship Committee Minutes

MINUTES OF THE

_____ **TRADE**

LOCAL APPRENTICESHIP COMMITTEE MEETING

DATE: _____ **TIME:** _____

LOCATION: _____

Name	Representing	**MEMBERS PRESENT**
Name	Representing	**MEMBERS ABSENT**
Name	Representing	**GUESTS**
Name	Representing	**ADMINISTRATION**
		OPENING REMARKS
		REVIEW OF THE AGENDA
Motion to accept minutes as written, or amended.		**REVIEW OF PREVIOUS LAC MEETING MINUTES**

		BUSINESS ARISING FROM MINUTES
Name	Representing	**REPORTS**
		NEW BUSINESS
		MEMBERSHIP REVIEW
		IN-CAMERA SESSION
		ANNOUNCEMENTS
The meeting adjourned at		**ADJOURNMENT**

MINUTES APPROVED BY:

Presiding officer

Date

Local Apprenticeship Committee Action Request

TRADE:

Meeting Date:

Proposed next meeting date:

Item in the LAC Minutes	Location in LAC Minutes	Action by Whom	Date to Bring Forward or Status
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Provincial Apprenticeship Committee

Provincial Apprenticeship Committee Agenda

SAMPLE ONLY

PROVINCIAL APPRENTICESHIP COMMITTEE MEETING
FOR THE _____TRADE
LOCATION, TIME AND DATE

I.Opening Remarks
- a) establish quorum
- b) introductions
- c) establish PAC representative for board meeting
- d) miscellaneous (i.e., expense accounts, elections, etc.)

2. Review Agenda

3. Review of previous minutes

4. Reports
- a) program development and standards reports/trade demographics
- b) LAC activities/reports
- c) field report(s)
- d) interprovincial standards (Red Seal) examination activity/report
- e) board report
- f) institution report(s)

5. Standing PAC Business
- a) trade regulations
- b) course outline
- c) examinations/item banking
- d) qualification program
- e) record book/blue book
- f) accreditation
- g) occupational profile review

6. General Apprenticeship and Industry Training Business
- a) update on industry consultation *"A Vision for the Future"*
- b) tuition fees for apprentices and school scheduling components
- c) employment insurance and the skills, loans and grants program
- d) fees for service
- e) international marketing of apprenticeship
- f) other trade certificates as entrance requirements
- g) Achievement in Business Competencies program
- h) non-apprentices in apprenticeship classes
- i) individual learning module project
- j) requirements to be granted an Alberta Journeyman Certificate (board Motions 97-10-327, 328, 329, 330, 331 and 332)

7. Adjournment

Provincial Apprenticeship Committee Minutes

MINUTES OF THE PROVINCIAL APPRENTICESHIP COMMITTEE MEETING FOR THE _____TRADE HELD IN _____ON _____

A meeting of the Provincial Apprenticeship Committee for the _____ trade was held in _____, Alberta.

MEMBERS PRESENT

MEMBERS ABSENT

GUESTS

OPENING REMARKS

REVIEW OF THE AGENDA

Motion to accept minutes as written or amended
REVIEW OF PREVIOUS MINUTES

REPORTS

STANDING PAC BUSINESS

GENERAL APPRENTICESHIP AND INDUSTRY TRAINING BUSINESS

ADJOURNMENT

The meeting adjourned at _____.
MINUTES APPROVED BY:

Presiding officer

Provincial Apprenticeship Committee Summary

ATTACHED SUPPORTING DOCUMENTATION

SUMMARY FOR BOARD ACTION

PAC Minutes Page _

PAC Minutes Page _

PAC Minutes Page _

SUMMARY OF BOARD INFORMATION ITEMS

PAC Minutes Page _

PAC Minutes Page _

PAC Minutes Page _

Frequently Asked Questions about LACs and PACs

How can LACs and PACs consult with industry?
Consultation with industry means sharing information about apprenticeship and industry training issues with employers and employees, and seeking their views on the issues. It also means informing industry of changes to apprenticeship and industry training.

Consultation with industry could mean talking with local industry associations, labour unions and employee associations, and individual employers and employees. Consulting could include writing articles for their newsletters and asking for feedback, or reporting in person on apprenticeship issues at their meetings.

Consulting can also mean making occasional phone calls to employers and employees to let them know what issues are being discussed by the LAC and PAC, to hear their opinions on the issues, and to seek new issues that should be discussed.

It often means one or more members of the LAC or PAC attending appropriate local, regional and/or provincial business or labour conventions, making themselves known to attendees, and listening to concerns and/or opinions that are expressed about apprenticeship training and certification.

In certain situations, PAC consultation may mean requesting the department to conduct an industry survey.

How can LAC and PAC members promote apprenticeship and industry training?

Members can promote apprenticeship and industry training by:

- representing apprenticeship and industry training in an information booth at a trade show
- participating in career days at local schools
- making contact with school guidance counselors and offering to make classroom presentations about apprenticeship and trades careers, or to provide information and/or mentoring to students who are interested in such careers
- attending and speaking at local service club luncheons and meetings
- writing articles for ***Update***, the Alberta Apprenticeship and Industry Training board's newsletter, or for trade association or union newsletters
- informally discussing apprenticeship and industry training in a positive way with friends, neighbours and business acquaintances
- carrying apprenticeship brochures for distribution to people who are in need of more information about the apprenticeship and industry training system.
- encouraging individuals to get involved in the advisory network and join an LAC or PAC

How can LACs monitor the apprenticeship program and the progress of apprentices?

In discussions with industry organizations and their members, LAC members may look for employer, journeyman and apprentice views on how the apprenticeship program is working locally. Some questions LAC members could ask include:

- how changes to an apprenticeship program are working
- whether the course curriculum meets the needs of the employer and the apprentice
- whether the program is up to date with current practices in the local area

Occasionally LAC members may be asked to review individual apprentice or employer files.

When could a PAC be considered for expansion?

The board could consider expanding a PAC to broaden industry involvement and address:

- the variety of industry sectors within a trade
- the geographic representation of trade activity
- the emergence of new crafts within a trade
- the restructuring or expansion of the scope of a trade
- the rapid technological change in a trade

What does the board consider when reviewing recommendations from industry for LAC or PAC members?

The board creates LACs and PACs and appoints their members. Appointments are made based upon information supplied in an application form available from any apprenticeship and industry training office and from **www.tradesecrets.org**

When industry nominates an individual for LAC or PAC membership, the board reviews the applications with the following principles in mind. The board aims for committees that:

- represent employer and employee members in equal numbers
- contain members who are associated with and knowledgeable about the trade
- are composed of members who work in, or engage the services of persons who work in the designated trades
- represent users of the apprenticeship training system and the geographic locations within Alberta where apprenticeship training occurs
- if the person is to represent employees, he/she holds a trade certificate in the trade
- if the person represents employers, he/she is actively involved in the trade, but not necessarily certified in the trade

Frequently Asked Questions About Technical Training

How do apprentices register for technical training?

In May of each year, the department mails out the class schedules for the coming school year to all employers and apprentices. The package includes information about where and when training is available, and instructions on how to apply at each institute or college.

The apprentices apply directly to the institute or college any time before the classes start. Class registration is on a first-come, first-served basis. Training space may be limited, so early application is recommended. At the time of application the apprentice may need to pay either the full tuition fee or a deposit. The institute or college will verify eligibility and provide written confirmation to both the apprentice and the employer.

What tuition fees do apprentices pay for technical training?

Tuition fees were implemented for all apprenticeship classes in the fall of 1997. The fees cover a *portion* of the cost of technical training. The tuition fee structure is:

1999 - 2003
Classes 3 to 5 weeks long, $200
Classes 6 to 12 weeks long, $50/week
(This means tuition fees for 8-week programs are $400)

An apprentice's tuition fee is payable to the training establishment before classes begin. In addition to tuition fees, training establishments may charge student association, locker, and parking and other facility fees.

What financial assistance is available for apprentices while they attend technical training?

Employment Insurance

Employment Insurance (EI) benefits are paid to all eligible apprentices while attending technical training. The normal two-week waiting period that applies to EI claimants also applies to apprentices.

Loans and Grants

Needs-based financial assistance is available for apprentices. Apprentices must make a personal contribution of $1,350 towards the cost of their education per training period. If the apprentice does not have the $1,350 contribution, it will be provided to the apprentice in the form of an Alberta student loan, which must be repaid. The rest of the financial assistance will be awarded in the form of a grant, which is not repayable. If the apprentice is able to contribute the first $1,350, any additional funds received will be in the form of a grant.

Apprentices may contact the apprenticeship and industry training office in their region, or call 1-800-661-3753 for more information.

Scholarships

Scholarships are also available for apprentices to help pay for training. *The Thygesen Scholarship Fund* was established in 1998 with the aim of encouraging high-achieving apprentices to continue their training. Initiated by former Alberta Apprenticeship and Industry Training board Chairman Jake Thygesen, the fund awards a minimum of one scholarship per year. A scholarship of up to $500 is awarded to a first-year Alberta apprentice who excels in a trade, demonstrates financial need and submits a letter of recommendation from an employer.

Alexander Rutherford Scholarships for High School Achievement reward students achieving over 80 percent in each year of high school. These scholarships recognize and reward exceptional achievement in high school and encourage students to continue their studies. The scholarships are based on marks received in grades 10, 11 and 12 in Alberta, with $400, $800 and $1300 awarded respectively. The maximum scholarship value is $2,500. Applicants must be Alberta residents who will be taking apprenticeship training.

Useful Definitions

ABC Seal Program	The Achievement in Business Competencies (ABC) program provides recognition of supervisory/management skills and abilities for a person who holds an Alberta trade or occupational certificate, and who provides documented proof of management/supervisory experience or courses. An exam may apply.
accreditation	The recognition of training and credit granted towards an apprenticeship program.
competency	The knowledge, skills, attitudes and values demonstrated by people in their thought, conversation or behaviour.
Competency based training (CBAT)	CBAT is an approach to the technical training of apprentices which allows each individual to progress through training at a rate determined by his/her own capabilities and work experience.
***CAREERS* : The Next Generation**	*CAREERS:* The Next Generation, is an Alberta industry-sponsored foundation that works with high school students in the development of employable skills in trades and technologies, primarily through work-site learning.
Designated occupation	A designated occupation is an occupation that has been approved by the Minister of Learning on the recommendation of the specific industry and the Alberta Apprenticeship and Industry Training board. Designated occupations have established competencies. When an individual demonstrates the standards of competence, the Minister grants an occupational certificate. Participation in a designated occupation is voluntary and a certificate is not required for an individual to work in the occupation.

Equivalency Document	An equivalency document verifies that a person has credentials recognized as equal to an Alberta journeyman certificate. These include a trade certificate with a Red Seal (Interprovincial Standards program) or a trade certificate issued by an apprenticeship authority in another province or territory, or trade certification from another jurisdiction or organization.
Industry	Industry is a term meaning *both* employers and employees.
Journeyman	A journeyman is a man or a woman who either meets industry-established competencies and is "certified" or who is deemed by the employer to meet those standards.
LAC	The Alberta Apprenticeship and Industry Training board appoints a local apprenticeship committee (LAC) for a particular trade. It consists of a minimum of 5 people, a presiding officer, 2 members representing the interests of employers and 2 members representing the interest of employees. An LAC works in the community. It monitors apprenticeship training within its geographic area. It keeps a 'finger on the pulse' of local activity in the trade. LACs provide local input to the provincial apprenticeship committee for their trade and alert their PAC to local issues.
mobile delivery	Technical training provided by a training establishment in a geographic location where the training is required.
module	Course outlines for technical training are divided into components called modules. Together, all the modules form the curriculum. Modules are the basis for Computer Based Apprenticeship Training or CBAT, where an apprentice works through the modules of technical training at his/her own pace.

PAC	The Alberta Apprenticeship and Industry Training board appoints a provincial apprenticeship committee or PAC for each trade. It consists of a minimum of 9 people, a presiding officer, 4 members representing the interests of employers and 4.members representing the interest of employees. Provincial apprenticeship committees (PAC) in each trade have many responsibilities. They are the link to the board and are responsible for setting standards and identifying training needs in their respective trades.
prior learning assessment (PLA)	PLA is a process used to identify the learning an individual has acquired through life and work experiences. The individual's learning is assessed to determine where the learning matches the outcomes of apprenticeship training. Based upon the results of the PLA, appropriate credit toward the apprenticeship program is given.
Qualification Certificate	A qualification certificate is a trade certificate issued to people who have skills and experience but no certification in their trade, and who have demonstrated industry-established competencies of an Alberta designated trade.
quorum	A quorum is the minimum number of committee members who must be present before business can be transacted at a meeting. For all PAC and LAC meetings, a quorum is a majority of the committee members, including the presiding officer. It does not include the committee secretary, department staff or guests. A quorum is required to vote on a motion.
RAP	The Registered Apprenticeship Program. A modified apprenticeship program that permits a high school student to become an apprentice while attending school, earning credit toward both a high school diploma and an apprenticeship program at the same time.

Red Seal	The Interprovincial Standards Program (Red Seal) provides greater mobility for skilled workers to move from one part of Canada to another. It encourages the standardization of provincial/territorial training and certification programs. In the 43 Red Seal trades, completing apprentices or journeymen may write an Interprovincial exam, and if successful, receive a Red Seal.
technical training	The formal instruction component of an apprenticeship program delivered by various training establishments throughout the province.
*Up*date	The Alberta Apprenticeship and Industry Training board's newsletter. It is published three times a year and has a current circulation of over 60,000.
vision	A description of the desired future of a business, organization or other entity. It defines and communicates the fundamental purpose and direction of leadership. A vision motivates people to take action and helps coordinate those actions.
weekly apprenticeship training system (WATS)	WATS, formerly known as day release, provides technical training in short segments over an extended period of time. The apprentice can remain employed full time while training. When enrolled in WATS, the apprentice should live and work near the training institution in order to commute easily.

Resources for More Information

Key Contact List

Apprenticeship and Industry Training Division
10th Floor Commerce Place
10155 - 102 Street, Edmonton, T5J 4L5
Main phone number (780) 427-4601 Fax (780) 422-7376
Career Information Hotline 1-800-661-3753
Website: www.tradesecrets.org
If outside local calling area, dial 310-0000 toll-free, then dial the local seven digit telephone number.

Looking for:	**Contact: (phone numbers follow)**
Apprenticeship application forms	the local apprenticeship and industry training field office or **www.tradesecrets.org**
Apprenticeship and Industry Training publications	the local apprenticeship and industry training field office or www.tradesecrets.org
Disputes settlement (employer and apprentice)	local field consultant for the trade
Equivalency program information	Qualification Centres at Edmonton (780) 422-6959 or Calgary (403) 297-6457
LAC, PAC or board information	your committee secretary or the board Secretariat at (780) 427-4601

Qualification Certificate program	Qualification Centres at Edmonton (780) 422-6959 or Calgary (403) 297-6457
Registration for technical training	the apprenticeship and industry training field office nearest you for information on contacting training institutions
Scholarships and grants	the local Career Development Centre/Canada-Alberta Service Centre or apprenticeship and industry training field office
Student loan application forms	the local Career Development Centre/Canada-Alberta Service Centre or apprenticeship and industry training field office

Resources for More Information

Apprenticeship and Industry Training Regional Offices

Update newsletter

Fax: (780) 422-7376 or visit **www.tradesecrets.org**

If outside local calling area, dial 310-0000 toll free, then dial the local seven digit telephone number.

Bonnyville Career Development Centre
New Park Place, Box 8115
5201 - 44 Street T9N 2J4
(780) 826-4175 (Fax: 826-1904)

Calgary Career Development Centre
7th Floor, Century Park Place
855 - 8th Avenue SW T2P 3P1
(403) 297-6457 (Fax: 297-4492)

Calgary Canada/Alberta Service Centre
Fisher Park II
100 - 6712 Fisher Street SE T2H 2A7
(403) 297-3100 (Fax: 297-3799)

Edmonton Career Development Centre
7th Floor, South Tower
Seventh Street Plaza
10030 - 107 Street T5J 4X7
(780) 427-8517 (Fax: 422-3734)

Fort McMurray Career Development Centre
7th Floor, Provincial Building
9915 Franklin Avenue T9H 2K4
(780) 743-7150 (Fax: 743-7492)

Grande Prairie Career Development Centre
Suite 100, Towne Centre Mall
9845 - 99 Avenue T8V 0R3
(780) 538-5240 (Fax: 538-5237)

Hinton Career Development Centre
Yellowhead Building
437 Gregg Avenue T7V 1N1
(780) 865-8293 (Fax: 865-8269)

Lethbridge Career Development Centre
Room 280, Provincial Building
200 - 5th Avenue, South T1J 4C7
(403) 381-5380 (Fax: 381-5795)

Medicine Hat Career Development Centre
Room 104, Provincial Building
346 - 3rd Street SE T1A 0G7
(403) 529-3580 (Fax: 529-3564)

Peace River Career Development Centre
9715 - 100 Street
Bag 900 – 28 T8S 1T4
(780) 624-6211 (Fax: 624-6476)

Red Deer Career Development Centre
3rd Floor, First Red Deer Place
4911 - 51 Street, Box 302 T4N 6V4
(403) 340-5151 (Fax: 340-5153)

Slave Lake Career Development Centre
Box 787
101 Main Street SE T0G 2A0
(780) 849-7290 (Fax: 849-7356)

Vermilion Career Development Centre
Box 26, 1st Floor, Provincial Building
4701 - 52 Street T9X 1J9
(780) 853-8150 (Fax: 853-8203)